

APPENDIX G

POLICY ON RESOURCE RECOVERY (Executive Branch Departments)

**POLICY FOR RECYCLING AND WASTE REDUCTION
PURSUANT TO HB 438, 440, 96 & 97
STATE OF MISSOURI
EXECUTIVE BRANCH DEPARTMENTS**

Each department shall develop and implement in cooperation with the Office of Administration, a policy for recycling and waste reduction. RSMo 34.032(4) requires that each department and state agency shall, to the maximum extent practicable, separate paper, corrugated paper, newspaper, aluminum, glass, metals, plastics, waste oils and other recyclable items. The purpose of the Policy for Recycling and Waste Reduction is to establish a coordinated effort in the executive branch departments which provides for a comprehensive system for waste management. The full circle of waste management begins with environmentally conscious procurement practices which advocates purchase of products made from recovered materials and source reduction; collection and processing of recyclable materials; and support for the development of markets for recovered material products.

The accompanying Recycling Implementation Plan identifies several essential elements for implementing a successful recycling collection and waste reduction plan. A broad array of options were developed to maximize the practicality of setting up recycling projects in as many state facilities as economically feasible.

Policy Statement

It shall be the policy of the executive branch departments to implement waste reduction and recycling to the maximum extent practicable considering the amount of recyclables generated in each facility, the local market for recyclable materials, and facility considerations including storage space and fire and safety regulations. The state shall also maximize the procurement of goods that are made from recovered materials, when such products can be reasonably substituted for products made from virgin materials. The state shall also encourage the development of industries in Missouri that recover materials for the purpose of manufacturing other usable products.

Recycling Implementation Plan

Collection

The recycling collection implementation plan contains seven essential elements to ensure effective implementation of the state recycling policy. Program elements may be modified to fit the conditions at a specific state facility as necessary.

Program Coordinator

Each state department shall designate one person (or more depending on the size of the department and major facilities outside of the central region) in an existing position to serve as a Missouri Inter-Agency Recycling Committee (MIRC) member to ensure that the agency and the Office of Administration cooperate in meeting the requirements of Section 34.032 RSMo. Each MIRC member shall designate recycling monitors in each of its office locations where recycling collection is implemented to ensure coordination and implementation of the program and to facilitate the training of departmental employees as to the procedures of the recycling program. The optimal number of recycling monitors shall be one monitor for each 25-50 employees at a state office location.

Separation of Paper

The method of separation of recyclable waste paper generated at an employee's desk will be source separation by that employee. Individual recycling containers will be provided through the State Recycling Activities Fund. When the container of recyclable materials is filled, the container will be emptied for ultimate removal of the recyclable materials to the storage area of the facility. The method of removal will be on prescribed under the *Concentration of Paper* program element.

Concentration of Paper

Due to the variety of our state facilities, it is necessary to have a flexible implementation plan for the concentration of paper and other recyclables. Under all concentration of paper scenarios, central bins will be provided in high-paper generation areas such as copy machines and duplicating centers, copy rooms and central file areas. The preferred method of concentration of paper shall be that employees bring their recyclables from their individual recycling containers to a central bin located in the general work area of that office. Acceptable alternatives to this method may also be, (a) janitors or Missouri Correctional inmate labor pick up the recyclables on a scheduled basis at the individual employee's desk, and (b) janitors or Missouri Correctional inmate labor alternate the collection of recyclables and trash pick up at the employee's desk.

Removal of Recyclables to Storage Area

The removal of recyclable material to a storage area for transportation from the facility will be determined in the individual implementation plan for each state facility that is part of the recycling program. Acceptable removal methods include, (a) removal by Missouri Correctional Enterprises (MCE) to the central storage area (b) by contracted janitorial services, agency custodial crews, Missouri Correctional inmate labor, mail clerks and stores personnel or (c) by another organization which has been contracted for the purpose of such removal.

Storage and Pickup

A secure storage area shall be designated for the concentration of separated recyclables for pickup from the state facility. Storage conditions shall meet all local, state or federal requirements for fire and safety codes. The MIRC member and recycling monitor(s), in the case of a department-managed facility, or the building manager, in a multi-agency facility, will coordinate with the OA/Facilities Management Division and the Recycling Coordinator of the OA/Division of Purchasing and Materials Management to determine the need for special bins, compactors or bailing equipment at the facility storage area. The Division of Purchasing and Materials Management shall set up appropriate contracts with recyclers and other potential purchasers of the state's recyclable waste for the reutilization of such materials.

Confidential Materials

The MIRC member and recycling monitor(s) of each department shall review their needs for the use of special disposal procedures for highly confidential materials. The MIRC member and recycling monitor(s) shall work with the Recycling Coordinator, OA/Division of Purchasing and Materials Management, to develop procedures for the appropriate destruction and recycling of highly confidential materials. Destruction of non-secured confidential material is provided for in the statewide recycling collection contracts.

Separation and Collection – Other Recyclables

Each department, in coordination with the OA/Division of Purchasing and Materials Management, shall conduct a waste audit of each facility on a yearly basis. As part of the waste audit, the recycling monitor(s) shall determine what recyclables are in the waste stream of the specified facility and make a recommendation to the Recycling Coordinator, OA/Division of Purchasing and Materials Management, as the feasibility of collecting them for the purposes of recycling. Such items considered include paper, corrugated paper, newspaper, aluminum, glass, metals, plastics, waste oil and other recyclable items.

Recycling Implementation Plan

Environmentally-Conscious Procurement

Agencies shall strive to maximize the purchase of products made from recovered materials. Such procuring authorities shall also give full consideration to the purchase of products that are recyclable. A recyclable product is any product that can be separated at the point of discard or from the solid waste stream for utilization as a raw material in the manufacture of a new product and for which there is an existing identified accessible market and an existing local collection system in place.

Recycling Implementation Plan

Market Development

The State shall utilize existing state community recycling efforts to develop new markets for recycled materials by encouraging existing manufacturers to include recycled materials in their production processes, and by seeking to attract new industrial users of recovered materials.

The State will also use existing financing programs for new and existing manufacturers involved in resource recovery, materials conversion, or manufacture of products using a high percentage of recovered materials.

The State will also develop informational databases to assist Missouri manufacturers in locating sources of secondary materials and/or markets for these materials. The Missouri Product Finder, which is maintained in the Department of Economic Development will be expanded to include listings of recycling centers, to provide more information on what by-products are available from Missouri manufacturers, and to develop a list of Missouri manufacturers that currently use or could use secondary materials in their production processes.

To encourage community recycling programs, the Department of Economic Development will explore the possibility of using Neighborhood Assistance Program tax credits for establishment of community-based recycling centers and include a recycling plan as part of the Missouri Certified Cities certification program.

To promote the development of new markets in Missouri for recycled materials, the Department of Economic Development will explore the application of the new jobs/investment tax credit program for investments made by companies to modify their production processes to include recycled materials, to purchase equipment needed for recycling and to being new enterprises that use recycled materials.